

## Travel & Expense Account Transmittal Sheet

### After Approval, Mail Receipts To

CDPH, Accounting Section  
MS 1601, PO Box 997376  
Sacramento, CA 95899-7376



Employee Name	<u>Horton, Mark</u>
Expense Dates	<u>04/15/10-05/28/10</u>
Total Expense Amount	<u>738.10</u>
Amount Due Employee	<u>230.00</u>
Form ID	<u>TEA000681498</u>

### DIRECTIONS FOR SUBMISSION

1. *Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.*

	Date	Expense Item	Amount	If not submitted - Explain
1)	04/15	Taxi Fare	43.00	
2)	04/29	Business Expense - Other	75.00	
3)	05/11	Taxi Fare	20.00	
4)	05/28	Railroad Fare	46.00	
5)	05/28	Taxi Fare	10.00	

2. *Forward Transmittal Sheet and attached documentation through your approval process.*

TRIP EXCEPTION(S)			
	Item	Exception	Response
1)	4:1	Travel was less than 50 miles from home/HQ. Has prior written approval been granted?	Yes

EXPENSE EXCEPTION(S)			
	Expense Rule	Exception	Response
1)	94:115	Automated Audits have not been applied to Business Expense-Other expense; approvers should review.	